



SUBDIVISION SUBMITTAL CHECKLIST (Preliminary and Final Plats)

Purpose and Applicability: A subdivision process is required for divisions of land which result in more than 4 standard lots or more than 6 townhouse lots. Upon receipt of a complete application for a preliminary plat which may require additional documentation such as a traffic study and proposed public improvements, a public hearing is scheduled with the Planning and Zoning Commission with all required notices sent in accordance with city and state code. After hearing all testimony and evaluating all documentation provided, the commission deliberates and provides a recommendation to the City Council. The City Council has final decision-making authority on all subdivision preliminary plat application requests and may choose to hold a second public hearing in advance of the consideration. Following approval of a preliminary plat, final plat approval shall return to the City Council for authorization to route for signatures. At that time, all required improvements must be completed or sufficient security must be in place that they will be completed. Note that no lot, tract or parcel of land within any such proposed subdivision may be offered for sale until the final plat is filed with the county recorder. Prior to applying, consultation with City Staff is recommended.

Applications can be submitted by visiting www.sandpointidaho.gov/planningapply. In preparation, please gather the below documents, as applicable. If you have any questions, please feel free call us at (208) 263-3370 or contact us via our email form at www.sandpointidaho.gov/contactplanning.

Preliminary Subdivision Submittal:

- ☐ **Project Narrative:** Submit a narrative describing the proposed subdivision and the general compatibility with other adjacent property. Also include a discussion of the relationship of the proposed subdivision to the Comprehensive Plan.
- ☐ **Sale Contract:** If applicable, a copy of the subdivider's sale contract or deed showing restrictions shall be furnished the City before final approval of the subdivision plan. Such contract or deed shall relate that the lot or lots contracted for are subject to the zoning regulations, building code and subdivision regulations of the City.
- ☐ **Property Owner Consent Letter:** If the owner is not the applicant, a letter signed by the property owner consenting to the application
- ☐ **Provide Proof of Ownership** in the form of a copy of the title report or the deed of record for the site of the proposed project.
- ☐ **Improvements:** Whenever improvements are proposed within any such subdivision or in any such street or other public space, a set of plans, profiles, and at least outline specifications of such improvements shall be submitted for preliminary approval. Such plans and specifications shall show or indicate required detail of such improvements.

- **Dedication:** The subdivider must furnish to the City an effective dedication of all streets and other spaces to be dedicated and of all easements provided by the subdivision plan or plans.
- **Trip Generation and Distribution Letter/Traffic Study:** The purpose of a TG&D letter is to determine whether a **traffic impact study** will be required for the development and in advance of being heard by the Planning & Zoning Commission. TG&D letters shall include (for specifics reference Appendix H of the Urban Area Transportation Plan):
 - 1) Project Location
 - 2) Project Action
 - 3) Trip Generation
 - 4) Trip Distribution and Assignment
- **Preliminary Plat:**
 - a. **Plat Map:** Provide a preliminary or tentative plat. All preliminary plats submitted for approval shall meet the requirements of *Idaho Code* 50-1304, essentials of plats, as currently codified. A tentative plat may first be submitted for staff review before the formal preliminary plat is submitted.
 - b. **Contour Map:** A contour map at a one foot (1') or two foot (2') contour interval shall show the general topography and record grade of the tract. All existing and proposed streets and alleys and other public spaces shall be shown, with the width and type of pavement or surfacing, and all other important features. Sufficient information shall be drawn to scale on the plans to indicate the relation of the proposed streets and other public spaces to the present street system of the City and also the official City plan, when and after such City plan has been adopted.
 - c. **Dimensions:** The dimensions of all lots and subdivisions and re-subdivisions of lots shall be shown. All lots shall be sufficiently wide and deep to permit full conformity with the zoning regulations.
 - d. **North Point and Scale:** The north point and scale shall be shown, and the names and addresses of the petitioner and the engineer or surveyor shall be given on each plat.
 - e. **Proposed Use:** The proposed use of each lot or group of lots or subdivision shall be indicated. No lot shall be proposed for a use of a classification less restrictive than permitted in the zoning regulations.
 - f. **Business or Industrial Lots:** No lots shall be subdivided nor indicated for sale as business or industrial lots except in those areas designated for such uses in the zoning regulations or comprehensive plan of the City.
 - g. **Wetlands:** If the subject property is located within or partially within wetlands or the floodplain, wetlands must be shown on the preliminary plat. A copy of the application for flood hazard or wetlands development permit shall be submitted along with the preliminary plat for concurrent review by the commission or hearing examiner.
 - h. **Additional Information; Expiration:** Following submittal of an application, the applicant shall be required to diligently pursue the application by providing revised plans, plat maps, etc., when requested by city staff, the hearing examiner or the commission, in a timely fashion. Where the applicant fails to meet this requirement and takes no further action on the application for a period of twelve (12) consecutive months the application shall automatically expire. When such application has expired, the applicant must reapply and pay any applicable fees.

i. **Preliminary Plat Routing Process:**

1. Planning and Building staff will then review proposal and forward it onto the following departments and agencies for review:
 - I. Sandpoint Infrastructure and Development Services - City Hall
 - II. Sandpoint Public Safety Department - City Hall
 - III. Sandpoint Finance Department
 - IV. Bonner County
 - V. Independent Highway District
 - VI. Misc. agency list (utility companies, state/federal regulatory agencies, etc.)
 - VII. Bonner County GIS Office to verify the legal description and owner's certificate
2. One (1) copy to Panhandle Health District - **submitted by Applicant** – 2101 W. Pine Street.
NOTE: Panhandle Health District has an application which must be completed by the applicant or the applicant's representative. Applicants may contact PHD at 208-265-6384 to obtain an application.
3. One (1) copy to the Bonner County Surveyor - **submitted by Applicant**

- ☐ **Application Fee:** Please call Planning & Building Services at 208-263-3370 or consult the Planning & Building Applications webpage at www.sandpointidaho.gov/planbuildapps.

Final Subdivision Submittal
(following approval of Preliminary Plat by City Council):

- ☐ **Plat Map (Final):** All final plats shall meet the requirements of *Idaho Code* 50-1304 as currently codified, and shall show the sidewalk lines, lot lines, easements, building lines within ten feet (10') of the plat, and all property or subdivision boundaries. Said plats shall show, in accordance with an accurate land survey, the controlling points and lines around and within the subdivision itself and also by distance, bearings and angles, the relation of such controlling points and lines to the other controlling survey points within or near the city. All survey monuments shall be indicated, and there shall be at least one permanent monument placed at each lot corner of the subdivision area. Such monuments shall be placed when the surveys are made and shall consist of one inch (1") diameter iron pipe driven at least two feet (2') into the ground and embedded in concrete. Please note that plats containing townhouse or townhouse duplex lots shall include the following statement on the final plat:

Lots _____ of Block _____ are designated for the construction of townhouse (or townhouse duplex) units only.

Each townhouse structure shall be constructed on those lots having the same numerical designation and bearing sequential alphabetic letters for each townhouse unit. Each unit of the townhouse units shall be placed on lots of the same numerical designation, with the common wall centered on the dividing line between such lots with the same numerical designation. Separate ownership of each townhouse lot designated by the same number and sequential lettering as set forth above is allowed. Construction of such units shall proceed simultaneously or be rebuilt simultaneously.

- ☐ **Stormwater Management Plan:** The following shall be included with a stormwater management plan:
- 1) Project summary narrative with supporting design calculations
 - 2) Site plan, not greater than a scale of 1"=100'
 - 3) Erosion and sediment control plan
 - 4) Operation and maintenance plan

- **Construction Plans:** A set of all construction plans for public improvements, including drainage, shall be submitted and approved prior to approval of the final plat.
- **Bond/Security for Public Improvements Not Completed:** No such plat of a subdivision shall be approved unless all street, sidewalk, water and sewer improvements have been installed or the subdivider has entered into an agreement to install the improvements. The agreement shall be in a form acceptable to the city and include a provision that the improvements be installed no later than three (3) years from the city council approval of the final plat. To secure performance of said agreement and to guarantee installation of improvements, the subdivider shall provide a performance bond or other sufficient security acceptable to the city attorney. Such bonding or security shall be for one hundred fifty percent (150%) of the estimated construction costs of the improvements, as determined by the city engineer, and shall have a term acceptable to the city but in no case less than one year beyond the date the installation of improvements is to be complete. If the improvements are completed and accepted by the city, the city engineer may release the bond or security or a prorated portion thereof. The bonding or security agreement shall be executed and shall be recorded with the county at the subdivider's expense prior to the signing of the plat by the city engineer.
- **Application Fee:** Please call Planning & Building Services at 208-263-3370 or consult the Planning & Building Applications webpage at www.sandpointidaho.gov/planbuildapps.
- **Plat Map (Final Mylar copy, following City Council approval of Final Plat):** This submittal shall show be a duplicate of the preliminary final plat approved by Council but shall be on Mylar or similar material. This copy is routed for signatures and ultimately recorded at the County offices. The routing process is as follows:
 - a. City Engineer, City Hall, 1123 Lake Street
 - b. Planning Director, City Hall, 1123 Lake Street
 - c. Mayor and City Clerk, City Hall, 1123 Lake Street
 - d. Independent Highway District, 1805 Baldy Mountain Rd., Sandpoint, ID.
 - e. Bonner County Surveyor - **responsibility of applicant**
 - f. Panhandle Health District #1, 2101 W. Pine Street - **responsibility of applicant**
 - g. County Treasurer, 1500 Highway 2, Suite 304 - **responsibility of applicant**